



Bureau of Child Development, Child Care Licensing

Out of School Time Program Announced Inspection Checklist C

Facility ID #: _____

Phone #: _____

| | | | | | | | | | | | | | | | | | | |
|--|--|---|--|--------------------------|--------------------------------|--------------------------|---------------------|--------------------------|------------------------------------|--------------------------|--|--------------------------|------------------|--------------------------|--------------------------|--------------------|--------------------------|----------------------|
| Center Name: _____ | | Inspection Date: ____/____/____ | | | | | | | | | | | | | | | | |
| Address: _____ | | Start Time: _____ AM PM End Time: _____ AM PM | | | | | | | | | | | | | | | | |
| Capacity: _____ # of Classrooms: _____ | | Licensing Specialist (s): _____ | | | | | | | | | | | | | | | | |
| Director: _____ | | _____ | | | | | | | | | | | | | | | | |
| License Expiration Date: ____/____/____ | | Phone Interview Date: ____/____/____ | | | | | | | | | | | | | | | | |
| Previous Inspections: AAI ____/____/____ | | AUI ____/____/____ | | | | | | | | | | | | | | | | |
| Notes: | | Check on DAS before inspection <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 65%;">Director Qualifications: _____</td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 25%;">Safety Glass: _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Director Qualifications Exp: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td rowspan="2">P&P for children going unsupervised to the bathroom: _____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Variances: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Floor Plans: _____</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Review of DAS: _____</td> </tr> </table> | | <input type="checkbox"/> | Director Qualifications: _____ | <input type="checkbox"/> | Safety Glass: _____ | <input type="checkbox"/> | Director Qualifications Exp: _____ | <input type="checkbox"/> | P&P for children going unsupervised to the bathroom: _____ | <input type="checkbox"/> | Variances: _____ | <input type="checkbox"/> | <input type="checkbox"/> | Floor Plans: _____ | <input type="checkbox"/> | Review of DAS: _____ |
| <input type="checkbox"/> | Director Qualifications: _____ | <input type="checkbox"/> | Safety Glass: _____ | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Director Qualifications Exp: _____ | <input type="checkbox"/> | P&P for children going unsupervised to the bathroom: _____ | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Variances: _____ | <input type="checkbox"/> | | | | | | | | | | | | | | | | |
| <input type="checkbox"/> | Floor Plans: _____ | <input type="checkbox"/> | Review of DAS: _____ | | | | | | | | | | | | | | | |
| Owner/Director Introductory Items | | | | | | | | | | | | | | | | | | |
| _____ | Introduce any unknown CCL staff to the Owner/Director | _____ | ➤ (Ask) How many telephones does the facility have and where are they? | | | | | | | | | | | | | | | |
| _____ | Give the Owner/Director a brief explanation of the inspection process. | _____ | ➤ (Ask) Where do you store medications? | | | | | | | | | | | | | | | |
| _____ | Ask the Owner/Director if s/he wants you to tell staff about noncompliance areas as you conduct the walk-through, or wait until the inspection is over and only tell the Owner/Director. | _____ | ➤ (Ask) Are Children ever unsupervised or routinely Cared for in the office, staff lounge, etc? If yes: assess these rooms/areas. | | | | | | | | | | | | | | | |
| _____ | ➤ (Ask) Have any windows been replaced since the last Announced Inspection? If yes, a new safety glass form must be filled out. If the safety glass form indicates safety glass wasn't needed due to a barrier, verify the windows are still in compliance. | | | | | | | | | | | | | | | | | |
| _____ | If the center transports children, let the Owner/Director know that at some point during the inspection, you will need to inspect the vehicles used to transport children. | _____ | ➤ (Ask) Where is the first aid kit for the facility and field trips? | | | | | | | | | | | | | | | |
| DIRECTOR INTERVIEW QUESTIONS | | | O = Noncompliance | | | | | | | | | | | | | | | |
| | | | Rule # | | | | | | | | | | | | | | | |
| C 1. | Are all director designees at least 21 years of age? (Must be individuals who meet the background screening and training requirements. Director designees will have the authority to act on behalf of the program director in his or her absence.) | 70-8(6) | | | | | | | | | | | | | | | | |
| C 2. | Are all caregivers at least 18 years of age? | 70-7(2) | | | | | | | | | | | | | | | | |

| | | |
|--|--|--|
| C 3. ➤ (Ask and observe .) Do you have any assistant caregivers under age 18? If yes: are they at least 16 years of age, and do they always work under the immediate supervision of a caregiver who is at least 18 years of age? (N/A if no assistant caregivers.) | 70-7(3)-(4) | |
| C 4. How do you ensure caregivers under age 18 are never left unsupervised with children? (N/A if no caregivers under age 18.) | 70-7(3)-(4) | |
| C 5. Are there always at least two caregivers with the children whenever there are more than 8 children present at the program? | 70-11(3) | |
| C 6. Are you aware of any staff, owners, governing board members, volunteers, or anyone who has unsupervised access to a child in care having been arrested, charged, or convicted of a felony or misdemeanor; | 6-4(9) | |
| C 7. or having been investigated with a supported finding of abuse or neglect by the Department of Human Services? | 6-6(4) | |
| C 8. How do you train staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? | 70-8(11)(b)(iii) | |
| C 9. How do you supervise staff to ensure that children are not subjected to emotional, physical, or sexual abuse while in care? | 70-8(11)(b)(iii) | |
| C 10. What do you train staff to do if they suspect a child has been abused or neglected? | 70-8(11)(b)(i)-(ii) | |
| C 11. What are staff trained to do when children misbehave? | 70-8(11)(b)(i)-(ii) | |
| C 12. How do you ensure staff comply with this training when children misbehave? | 70-8(11)(b)(i)-(ii) | |
| C 13. Are bathroom surfaces cleaned and sanitized daily? | 70-5(2) | |
| C 14. While in care, do children use personal hygiene items such as toothbrushes and/or hair accessories? If yes, are they sanitized between each use if shared by children or used by staff on more than one child? | 70-16(7) | |
| C 15. Are washable toys and materials cleaned and sanitized weekly, and as needed? | 70-16(8) 70-24(23)(a)-(c) | |
| C 16. Are water play tables or tubs ever used? If yes: are they washed and sanitized daily, and do children wash hands prior to using them? | 70-16(10) | |
| C 17. What do you do when children's clothing becomes wet or soiled with body fluids? Do you rinse children's clothing at the program? Is the clothing placed in a leakproof container labeled with the child's name, and given to the parent? | 70-16(13)(a)-(b) | |
| C 18. Are there any trampolines inside the facility? | 70-12(8) | |
| C 19. How do you ensure that children have privacy when using the bathroom? | 70-4(3) | |
| C 20. How do you ensure that either you or a designee with written authority to act on your behalf is present whenever the program is open for care? | 70-8(5) 70-8(11)(a) | |
| C 21. How many hours each week are you on-site at the facility?(Must be at least 50% of the time the program is open to children). | 70-8(7) | |
| C 22. Do you have regularly scheduled caregiving duties? If yes: for how many hours per week, in addition to the time you spend managing the program? | 70-8(8) | |
| C 23. During the past year, has there been a child fatality, hospitalization, emergency medical response, or injury to a child that required attention from a health care provider? If yes, was the Department notified within 24 hours, and a written report sent within 5 days? | 70-8(10) | |
| Do you keep the following records on-site for at least six weeks: C 24. Medication permission and administration forms. (N/A if the center does not administer medications.) | 70-9(2)(f) 70-17(4)(a)-(d) 70-17(7)(e) | |
| Notes: | | |

| | | |
|--|------------------------|--|
| C 25. Incident, accident, and injury reports. | 70-9(2)(e) 70-13(4) | |
| C 26. Is food and drink brought from home labeled with child's name, and refrigerated if needed? | 70-15(5) ♪ | |
| C 27. What are your sign-in and sign-out procedures? Is each child signed in and out of the program, including date and time? Do persons signing children in and out use identifiers? Is photo ID required if an unknown person picks up a child? Are children allowed to sign themselves in and out of the program? If so, does the program have written permission from parent? | 70-13(3)(a)-(e) | |
| C 28. Do parents have access to the facility, and to their child's room/area, any time their child is in care? | 70-13(2) | |
| C 29. ➤ (Ask and observe .) Are children ever allowed to handle reptiles or amphibians? | 70-22(6) | |
| Are there any animals at the center? (N/A for remaining animal questions if the answer is no.) C 30. ➤ (Ask and observe .) If yes, are all animals at the facility clean and free of obvious disease or health problems that could adversely affect children? | 70-22(2) | |
| C 31. ➤ (Ask and observe .) Have any of the animals at the program ever bitten anyone, or displayed any other dangerous or aggressive behavior? | 70-22(4) | |
| C 32. ➤ (Ask and observe .) Are animals ever allowed in food preparation or eating areas? | 70-22(5) | |
| Do you take the children off-site? (N/A if the center does not take children off-site.) C 33. Do caregivers take children's emergency information and releases with them during off-site activities? | 70-20(5)(b) | |
| C 34. During off-site activities, do children carry with them the name and phone number of the program, but not their own name? | 70-20(5)(f) | |
| C 35. If you offer swimming activities, do caregivers remain at the pool with the children during the activity? | 70-20(6) | |
| GENERAL INSPECTION ITEMS | | |
| Posted / Entry Area Items | | |
| C 36. (Observe.) Child care license posted in a place readily visible to the public? | R430-1-6(3) | |
| C 37. (Observe.) Total # of children present exceed total licensed capacity? | R430-1-6(1) | |
| C 38. (Observe.) Department's child care guide posted where parents can see it? | 70-13(1) | |
| C 39. (Observe.) If food service is provided: Current week's menu posted where parents can see it? | 70-15(1)(d) | |
| C 40. ➤ (Ask and observe.) Are you currently participating in the CACFP? If not, is menu approved as required? | 70-15(1)(b) | |
| C 41. (Observe.) Does the facility have a working telephone? Program's address and emergency numbers posted near each phone? | 70-10(1) 70-8(9) | |
| General Items | | |
| C 42. ➤ (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint indoors? If yes, was the building built before 1978? If yes: is there documentation of testing and correction? | 70-4(1) | |
| Notes: | | |

| | | |
|---|----------------------------------|--|
| C 43. (Observe.) Adequate light intensity throughout the center for the safety of children and the type of activity? | 70-4(9) | |
| C 44. (Observe.) Glass surfaces within 36" from the floor or ground, and in an area accessed by children, made of safety glass or have a protective guard? | 70-4(10) | |
| C 45. (Observe.) Facility free of tripping hazards? | 70-12(2) | |
| C 46. (Observe.) Facility free of insects, rodents, and other vermin? | 70-5(3) | |
| C 47. ➤ (Observe. Ask if not observed.) Are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards? How are entrances, exits, and steps maintained in a safe condition, and free of ice, snow, and other hazards? | 70-5(5) | |
| C 48. (Observe.) Are children in shared areas of the facility supervised? (If no, check written policies for bathroom use.) | 70-11(1) | |
| C 49. (Observe.) Are required caregiver to child ratios of 1:20 maintained for children in shared areas of the facility? | 70-11(4) | |
| C 50. (Observe.) Are group size requirements of 40 children per group met in shared areas of the facility? | 70-11(5) | |
| Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask: what are the contents? | | |
| C 51. (Observe.) Melting wax (such as in a candle warmer). | 70-12(1) | |
| C 52. (Observe.) Unstable heavy equipment a child could pull down? | 70-12(3) | |
| C 53. (Observe.) Firearms, ammunition, and other weapons? | 70-12(4)(a) | |
| C 54. (Observe.) Tobacco, alcohol, illegal substances, and sexually explicit material? | 70-12(4)(b) | |
| C 55. (Observe.) When in use, portable space heaters? | 70-12(4)(c) | |
| C 56. (Observe.) Toxic or hazardous chemicals? (Cleaners, insecticides, lawn products, flammable substances) | 70-12(4)(d) | |
| C 57. (Observe.) Poisonous plants? | 70-12(4)(e) | |
| C 58. (Observe.) Matches or cigarette lighters? | 70-12(4)(f) | |
| C 59. (Observe.) Open flames? | 70-12(4)(g) | |
| C 60. (Observe.) Razors or similarly sharp blades? | 70-12(4)(h) | |
| C 61. (Observe.) Toxic and hazardous chemicals stored in a container that is labeled with its contents? | 70-12(5) | |
| Children's Restrooms | | |
| C 62. Are restrooms clean and sanitary? | 70-5(1) 70-5(2) | |
| C 63. ➤ (Ask .) How many water heaters/buildings are in the facility? If more than 1, check temperature for each heater/building. (Observe.) Is hot water accessible to children between 60 and 120 degrees? | 70-12(7) 70-16(1) 70-16(2) | |
| C 64. (Observe.) Is liquid soap available for children to wash their hands? | 70-16(2)(a)-(e) | |
| C 65. (Observe.) Only single use towels from covered dispenser or electric hand-drying device used after handwashing? | 70-16(3) ♪ | |
| Notes: | | |

| | | |
|---|------------------|--|
| C 66. (Observe.) Is toilet paper accessible to children, and kept on a dispenser? | 70-16(4) ♪ | |
| C 67. (Observe.) Are handwashing procedures posted in each bathroom, and followed? | 70-16(5) ♪ | |
| First Aid & Body Fluid Kits | | |
| C 68. ➤ (Ask and observe.) Are there first aid supplies in the facility, including at least band-aids, antiseptic, and tweezers? | 70-10(3) | |
| C 69. ➤ (Ask and observe.) Is there a body fluid clean up kit that is restocked as needed? | 70-16(14)(a)-(c) | |
| Food Service & Kitchen | | |
| C 70. (Observe.) Kitchen clean and sanitary, except for normal daily food preparation? | 70-5(1) | |
| C 71. (Observe.) Children's food served on dishes or napkins, except for individual serving size items placed directly in children's hands? | 70-15(3) | |
| C 72. ➤ (Ask .) Are you (the cook; if the cook serves food to children) aware of the food allergies and sensitivities? | 70-15(4) | |
| C 73. ➤ (Ask and observe.) Are refrigerated medications stored in a leakproof container? (N/A if there are no refrigerated medications.) | 70-17(3) | |
| Medications (N/A for this section if the center does not administer medications, or if medications are stored in individual rooms.) | | |
| C 74. ➤ (Ask and observe.) Are non-refrigerated medications inaccessible to children and stored in locked area or container? | 70-17(3) | |
| C 75. (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (if not purchased by the center for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps? | 70-17(2)(a)-(d) | |
| Transportation & Vehicles (N/A for this section if the center does not transport children.) If the center transports children, does every vehicle used for transporting children meet the following: | | |
| C 76. (Observe.) Is the vehicle enclosed? | 70-21(1)(a) | |
| C 77. ➤ (Observe and ask.) Is the vehicle equipped with individual, size appropriate safety restraints, properly installed and in working order, for each child being transported? What ages of children do you transport? What restraints do you use if you transport children under age eight? | 70-21(1)(b) | |
| C 78. (Observe the registration sticker on the license plate.) Does the vehicle have a current vehicle registration and safety inspection? | 70-21(1)(c) | |
| C 79. (Observe.) Is the vehicle maintained in a safe condition? | 70-21(1)(d) | |
| C 80. (Observe.) Does the vehicle contain a first aid kit? | 70-21(1)(f) | |
| C 81. (Observe.) Does the vehicle contain a body fluid clean up kit? | 70-21(1)(g) | |
| Notes: | | |

| All ROOMS INSPECTION ITEMS | | O = Noncompliance | | | | | | Rule # |
|---|--|-------------------|--------|--------|--------|--------|--------|----------|
| Use for all rooms/areas. Complete the entire checklist for three rooms/areas. If there is only 1 group of children, make a note of 2 children. If there are 2 or more groups of children at the facility, make a note of one child from each group. | | Class: | Class: | Class: | Class: | Class: | Class: | |
| | | _____ | _____ | _____ | _____ | _____ | _____ | |
| | | Child: | Child: | Child: | Child: | Child: | Child: | |
| Ratios & Supervision | | _____ | _____ | _____ | _____ | _____ | _____ | |
| C 82. (Observe.) Are all children in the group/area being directly supervised by a caregiver? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-11(1) |
| C 83. (Observe.) Are there enough caregivers to meet required caregiver to child ratios of 1:20? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-11(4) |
| C 84. (Observe.) Are group size requirements of 40 children per group met? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-11(5) |
| Physical Environment | | | | | | | | |
| C 85. ► (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes: was the building built before 1978? If yes: is there documentation of testing and correction? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(1) |
| C 86. (Observe.) Working hand washing sink in the room? (For buildings licensed after 30 June 2012). | | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(5) |
| C 87. (Observe.) Hand Sanitizer in gymnasiums and classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010). | | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(6) |
| C 88. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(7) |
| C 89. (Observe.) Glass surfaces within 36" from the floor or ground are safety glass, or have a protective guard? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(10) |
| C 90. (Observe.) Room appears clean and sanitary, except for normal daily messes? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-5(1) |
| C 91. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-5(4) |
| Indoor Gross Motor Play Equipment | | | | | | | | |
| C 92. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children are 5½' in height or less? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(7) |
| C 93. (Observe.) Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(7) |
| Safety Hazards | | | | | | | | |
| C 94. (Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords? | | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(2) |
| Notes: | | | | | | | | |

| | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|------------------------------------|
| C 95. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(3) |
| Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask : what are the contents? | | | | | | | |
| C 96. (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(4)(c) |
| C 97. (Observe.) Toxic or hazardous chemicals? (Insecticides, lawn products, flammable materials) | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(4)(d) |
| C 98. (Observe.) Razors or similarly sharp blades? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(4)(h) |
| C 99. (Observe.) Toxic and hazardous chemicals stored in a labeled container? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(5) |
| Feeding Children | | | | | | | |
| C 100. (Observe.) Is children's food served on dishes or napkins, except for individual serving size items, such as crackers, if they are placed directly in the children's hands? (N/O if meal or snack not served during observation.) | _____ | _____ | _____ | | | | 70-15(3) |
| Preventing the Spread of Disease | | | | | | | |
| C 101. (Observe.) Children and caregivers wash hands thoroughly w/soap and warm running water at required times? (Before and after eating/feeding children, after toilet, after contact w/body fluids, after handling animals, when coming in from outdoors.) | _____ | _____ | _____ | | | | 70-16(1)(a)-(g) 70-16(2)(a)-(d) |
| C 102. (Observe.) Caregivers wash hands before food handling, medication, after cleaning/ taking out garbage. | _____ | _____ | _____ | | | | 70-16(1)(a)-(g) |
| (Observe all.) If the room has a handwashing sink: C 103. Is liquid soap available for children to wash their hands? | _____ | _____ | _____ | | | | 70-16(2)(a)-(d) |
| C 104. Are only single use towels from covered dispenser or electric hand-drying device used after handwashing? | _____ | _____ | _____ | | | | 70-16(3) ♪ |
| C 105. (Observe.) Personal hygiene items (toothbrushes, hair accessories) stored so they don't touch, or sanitized after each use? | _____ | _____ | _____ | | | | 70-16(7) |
| C 106. (Observe.) Are washable toys visibly dirty? | _____ | _____ | _____ | | | | 70-16(8) |
| C 107. (Observe.) Are stuffed animals, cloth dolls, and dress-up clothes machine washable? Are pillows machine washable, or have removable machine washable covers? | _____ | _____ | _____ | | | | 70-16(9) |
| Medications | | | | | | | |
| ➤ (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:) | | | | | | | |
| C 108. (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container? | _____ | _____ | _____ | _____ | _____ | _____ | 70-17(3) |
| Notes: | | | | | | | |

| | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|--|
| C 109. (Observe.) Refrigerated medications stored in a leakproof container? | _____ | _____ | _____ | _____ | _____ | _____ | 70-17(3) |
| C 110. (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the program for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps? | _____ | _____ | _____ | _____ | _____ | _____ | 70-17(2)(a)-(d) |
| Sleeping Equipment (N/A if the program does not offer children the opportunity for rest) | | | | | | | |
| C 111. (Observe.) Sleeping equipment in good repair? | _____ | _____ | _____ | | | | 70-18(1) |
| Daily Schedule & Activity Plan | | | | | | | |
| C 112. (Observe.) Is a daily schedule posted for each group that includes meal, snack, and outdoor play times? | _____ | _____ | _____ | | | | 70-20(1) |
| C 113. (Observe.) On days when children are in care for four or more hours, do children have outdoor play every day, weather permitting? | _____ | _____ | _____ | | | | 70-20(2) |
| C 114. (Observe.) Current activity plan posted for each group that shows activities to support children's healthy physical, social-emotional, and cognitive-language development? | _____ | _____ | _____ | | | | 70-20(3) |
| C 115. (Observe.) Materials necessary to carry out the activity plan accessible to children? | _____ | _____ | _____ | | | | 70-20(4) |
| CAREGIVER INTERVIEW QUESTIONS (To be asked of 1 caregiver in the 3 required groups. N/A if there are less than 3 groups at the program during the inspection.) | | | | | | | |
| Name(s) of caregiver(s) interviewed: | _____ | _____ | _____ | _____ | _____ | _____ | |
| | _____ | _____ | _____ | _____ | _____ | _____ | |
| | _____ | _____ | _____ | _____ | _____ | _____ | |
| C 116. ► (Observe in all classrooms and ask in the first three classrooms.) How do you discipline children who misbehave? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure. | _____ | _____ | _____ | _____ | _____ | _____ | 70-19(4)(a) 70-19(4)(b) 70-19(4)(c) 70-19(4)(d) 70-19(4)(e) 70-19(4)(f) |
| C 117. ► (Observe and ask.) Do you have any children in your group who have food allergies? | _____ | _____ | _____ | | | | 70-15(4) |
| C 118. ► (Observe and ask) On days when care is provided for three or more hours are meals or snacks offered at least once every three hours? | _____ | _____ | _____ | | | | 70-15(2) |
| Notes: | | | | | | | |

| | | | | | | | |
|--|--------------------------|---------------|---------------|---------------|---------------|---------------|----------------------|
| C 119. ► (Observe and ask.) Is sleeping equipment clearly assigned to one child, and cleaned and sanitized as needed, but at least weekly? If not clearly assigned to one child, is it cleaned and sanitized prior to each use? (N/A if the program does not offer children the opportunity for rest) | _____ | _____ | _____ | | | | 70-18(2) 70-18(3) |
| C 120. ► (Observe and ask.) Is sleep equipment ever placed where it blocks an exit? (N/A if the program does not offer children the opportunity for rest) | _____ | _____ | _____ | | | | 70-18(4) |
| ADDITIONAL ROOMS INSPECTION ITEMS | O = Noncompliance | | | | | | Rule # |
| Complete all items for additional rooms, make a note of one child from each group of children. | Class: | Class: | Class: | Class: | Class: | Class: | |
| | _____ | _____ | _____ | _____ | _____ | _____ | |
| | Child: | Child: | Child: | Child: | Child: | Child: | |
| | _____ | _____ | _____ | _____ | _____ | _____ | |
| Ratios & Supervision | _____ | _____ | _____ | _____ | _____ | _____ | |
| C 82. (Observe.) Are all children in the group/area being directly supervised by a caregiver? | _____ | _____ | _____ | _____ | _____ | _____ | 70-11(1) |
| C 83. (Observe.) Are there enough caregivers to meet required caregiver to child ratios of 1:20? | _____ | _____ | _____ | _____ | _____ | _____ | 70-11(4) |
| C 84. (Observe.) Are group size requirements of 40 children per group met? | _____ | _____ | _____ | _____ | _____ | _____ | 70-11(5) |
| Physical Environment | | | | | | | |
| C 85. ► (Observe, ask if failing paint is observed.) Peeling, flaking, chalking, or failing paint? If yes: was the building built before 1978? If yes: is there documentation of testing and correction? | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(1) |
| C 86. (Observe.) Working hand washing sink in the room? (For buildings licensed after 30 June 2012). | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(5) |
| C 87. (Observe.) Hand Sanitizer in gymnasiums and classrooms if there is not a handwashing sink in the room? (For buildings licensed before 30 June 2010). | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(6) |
| C 88. (Observe.) Room ventilated by windows that open and have screens, or by mechanical ventilation? | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(7) |
| C 89. (Observe.) Glass surfaces within 36" from the floor or ground are safety glass, or have a protective guard? | _____ | _____ | _____ | _____ | _____ | _____ | 70-4(10) |
| C 90. (Observe.) Room appears clean and sanitary, except for normal daily messes? | _____ | _____ | _____ | _____ | _____ | _____ | 70-5(1) |
| C 91. (Observe.) Ceilings, walls, floor coverings, draperies, blinds, furniture, fixtures, and equipment in good repair, to prevent injury? | _____ | _____ | _____ | _____ | _____ | _____ | 70-5(4) |
| Indoor Gross Motor Play Equipment | | | | | | | |
| C 92. (Observe.) Designated play surfaces on any indoor climbers, slides, swings, teeter-totters, or merry-go-rounds accessible to children are 5½' in height or less? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(7) |
| Notes: | | | | | | | |

| | | | | | | | |
|--|-------|-------|-------|-------|-------|-------|--|
| C 93. (Observe.) Elevated designated play surface that is 3' to 5½' in height surrounded by cushioning that meets ASTM Standard F1292, in a 6' use zone? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(7) |
| Safety Hazards | | | | | | | |
| C 94. (Observe.) Are walkways free of tripping hazards such as unsecured flooring or cords? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(2) |
| C 95. (Observe.) Is the room free of unstable heavy equipment a child could pull down on himself or herself? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(3) |
| Are the following items inaccessible to children? If there are stacks of bins, boxes and/or containers, ask : what are the contents? | | | | | | | |
| C 96. (Observe.) When in use, portable space heaters, fireplaces, and wood burning stoves? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(4)(c) |
| C 97. (Observe.) Toxic or hazardous chemicals? (Insecticides, lawn products, flammable materials) | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(4)(d) |
| C 98. (Observe.) Razors or similarly sharp blades? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(4)(h) |
| C 99. (Observe.) Toxic and hazardous chemicals stored in a labeled container? | _____ | _____ | _____ | _____ | _____ | _____ | 70-12(5) |
| Medications | | | | | | | |
| ➤ (Ask.) Are medications kept in this room? (If "No," N/A for items in this section. If "Yes," check for the following:) | | | | | | | |
| C 108. (Observe.) Non-refrigerated medications inaccessible to children and stored in locked area or container? | _____ | _____ | _____ | _____ | _____ | _____ | 70-17(3) |
| C 109. (Observe.) Refrigerated medications stored in a leakproof container? | _____ | _____ | _____ | _____ | _____ | _____ | 70-17(3) |
| C 110. (Observe all.) Are all over-the-counter and prescription medications: Labeled with the child's full name if brought in by a parent (not purchased by the program for all children)? Kept in the original or pharmacy container? Have the original label? Have child-safety caps? | _____ | _____ | _____ | _____ | _____ | _____ | 70-17(2)(a)-(d) |
| C 116. (Observe in all classrooms and ask in the first three classrooms.) How do you discipline children who misbehave? Cannot include: Any form of corporal punishment such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort; Restraining a child's movement by binding, tying, or any other form of restraint; Shouting at children; Any form of emotional abuse; Forcing or withholding of food, rest, or toileting; or Confining a child in a closet, locked room, or other enclosure. | _____ | _____ | _____ | _____ | _____ | _____ | 70-19(4)(a) 70-19(4)(b) 70-19(4)(c) 70-19(4)(d) 70-19(4)(e) 70-19(4)(f) |
| Notes: | | | | | | | |

| GENERAL RECORD REVIEW ITEMS | | O = Noncompliance |
|---|--------------------------------|-------------------|
| General Center Records | | Rule # |
| C 121. If there are animals at the facility, does program have current animal vaccination records? | 70-9(1)(b) 70-22(3) | |
| Review of Forms | | |
| C 122. Does programs's child admission form include the following information for each child? Child's name. Child's date of birth. Parent's name, address, and phone number. Names of people authorized by the parent to pick up the child. Name, address and phone number of emergency contact person. Name, address, and phone number for out of area emergency contact, if available. Current signed emergency medical treatment and transportation releases. | 70-9(2)(a)(i)-(vii) | |
| C 123. Does the programs's health assessment contain the following information about the child? Allergies. Food sensitivities. Acute and chronic medical conditions. Instructions for special or non-routine daily health care. Current medications Any other special health instructions for the caregiver | 70-9(2)(b) 100-14(4)(a)-(f) | |
| C 124. Does the program's medication permission form contain at least the following instructions to be completed by the parent? (N/A if the program does not administer medication, or has not administered medications in the past 6 weeks.) The name of the child. The name of the medication. Written instructions for administration; including: The dosage. The method of administration. The times and dates to be administered. The disease or condition being treated. The parent signature and the date signed. | 70-17(4)(a)-(d) | |
| C 125. Does the programs's medication administration form contain at least the following information to be completed by the person administering the medication? (N/A if the program does not administer medication, or has not administered medications in the past 6 weeks.) The date, time, and dosage of the medication given? Signature or initials of person who administered the medication? Any errors in administration or adverse reactions? | 70-17(7)(e) | |
| Notes: | | |

| | | |
|---|-------------------------|--|
| Emergency & Disaster Plan | | |
| C 126. Is emergency and disaster plan reviewed annually and updated if needed, with date of last review/update noted on the plan? | 70-10(6) | |
| Emergency Drills | | |
| C 127. Does the program have a record of monthly fire evacuation drills for each month the program is open for the past 12 months? | 70-10(8) 70-9(1)(a) | |
| C 128. Does the fire drill log include all of the following information for each drill? Date and time of the drill, number of children participating, name of the person supervising the drill, and total time to complete the evacuation. | 70-10(9)(a)-(e) | |
| C 129. Does the program have a record of drills for disasters conducted at least once every six months that the program is open? | 70-10(10) 70-9(1)(a) | |
| C 130. Does the disaster drill log include all of the following information for each drill? Type of disaster, date and time of the drill, number of children participating, name of the person supervising the drill, and any problems encountered. | 70-10(11)(a)-(e) | |
| C 131. Do fire and disaster drill logs vary the days and times on which drills are held? | 70-10(12) | |
| General Personnel Records | | |
| C 132. If the program has a pool over 4' deep and it is a time of year when the pool is used, documentation that the lifeguard(s) for the pool have Red Cross or equivalent lifeguard certification. | 70-12(9)(d) | |
| Notes: | | |

| | | | | | | | |
|--|-----------------------------------|---|-------------------------------|--|---|-------------------------------|--|
| Follow-Up Inspection Date: | | | | Follow-Up Inspection Date: | | | |
| CHILD RECORD REVIEW ITEMS | | | | | | | |
| # Child Files Reviewed | | Did the child files reviewed match the program's completed Child Record Form? | | If Yes: enter numbers I the fields below. If no, leave blank and review corrected center Child Record Form on follow-up visit. | | | |
| | # of Incomplete or Missing Forms: | # of Complete Forms: | Total # of ALL Child Records: | Compliance Rate:("# of Complete Forms" divided by "Total # of ALL Child Records") | % of Records in Compliance:(Move Compliance Rate decimal point 2 spaces to the right) | Rule # | |
| Child Admission Forms: Must include at least child's full name; DOB; parents' name, address, phone #, and daytime phone #; names of authorized pick-up people (if other than parents); name and phone # of emergency contact (if available); and emergency medical transportation and treatment releases. | | | | | | | |
| O = Noncompliance | | | | | | | |
| C 133. | | | | | | 70-9(a)(i)-(vii) | |
| Child Health Assessments | | | | | | | |
| C 134. | | | | | | 70-9(2)(b) 70-14(4)(a)-(f) | |
| Child Health Assessment Annual Updates | | | | | | | |
| C 135. | | | | | | 70-14(6) | |
| Child Transportation Permission Forms (N/A if the program does not transport children.) | | | | | | | |
| C 136. | | | | | | 70-9(2)(c) | |
| Notes: | | | | | | | |